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BUSES

1. For this application, click on "Bus". All bus information in the state is available in the data base. You can retrieve bus data by the Vehicle Identification Number (VIN) or the License Plate Number. When a new bus is entered into the system, it can be assigned to any school system that uses it. This is especially important for contractor owned buses since they may utilize a bus on routes for more than one school system. This application allows districts and contractors to enter bus information only once regardless of how many school systems use the bus.
2. The Bus Screen will allow districts to find a school bus by typing the VIN in the "VIN" cell or License Number in the "License" cell. The user does not have to enter the entire VIN. Type a portion of the VIN and the Search will be limited to those buses that contain the same information. If the bus is in the data file, it will show up in a yellow box followed by the License Plate Number.
3. The action buttons are "Select, Delete, Assign to a School System (SS), Assign to a Contractor, Search, Save or Cancel".
4. The VIN must be 17 digits long. Please use capital letters for consistency. As soon as all of the VINs are consistent, this file will be consolidated with the Bus Depreciation file so this information will eventually need to be entered only once.
5. The License Plate Number should only be the last 3 or 4 digits. There is only enough room in the cell for 4 digits. If there is no plate number yet, please type in TEMP. Once the county has issued a plate for the bus, please remember to go back into the file and change the TEMP to the last 4 digits of the actual plate number.
6. The bottom of the screen has the bus information. Check to make sure that everything is accurate, update as needed and click "Save." Accuracy is very important since the TR-13 (bus inspection form) is generated from this file and the payment to schools is based on the information contained in this file.
7. To add a new bus, click "Add Bus" which will bring up a blank data entry screen. As data is entered into the system, make sure that all information is accurate. The payment still looks at the VIN to tie the bus to the route so that number must be accurate. Always remember to "Save" any updates or additions to the Data File.

Addition of a new bus and changes to an existing bus will generate a report that goes to OPI to alert Maxine of the changes.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."